

**The Common Syllabus**

The syllabus is the the perview of the YSU Academic Senate and the the academic community being compliant with all governing entities. The syllabi of this institution must comply with the legal provisions set forth by State and Federal law. In addition, certain elements must be contained in the syllabus as required by our accredidation body, the Higher Learning Commision. The information below is to aid the instructor in developing a syllabus that is compliant with all bodies and with that of the YSU Academic Senate, and will appear on a “*common syllabus*“ website.

It is wise to put your syllabus and gradebook in Blackboard; students consistently ask for this. For additional ideas in constructing your course syllabus, see “[How to Improve Your Teaching with the Course Syllabus](http://www.psychologicalscience.org/observer/how-to-improve-your-teaching-with-the-course-syllabus),” by Drew Appleby, and/or “[How to Write a Syllabus](https://www.cultofpedagogy.com/course-syllabus-how-to/)” by Jennifer Gonzales.

**Required Information**

* **Term (e.g., Fall 20XX)**
* **Course Title & Number:**
* **Meeting Times & Location:**
* **Faculty Name:**
* **Faculty Member Phone Number(s):**
* **Faculty YSU Email Address:**
* **Faculty Office Location:**
* **Faculty Office Hours:**
* **Course Description & Prerequisites:** Include course description as found in [the course catalog](http://catalog.ysu.edu/).
* **Learning Outcomes:** Provide a statement or bullet points of what the student will know or be able to do upon successful completion of the course. Use the learning outcomes used when developing course or make 2-3 outcomes that are current short and to the point. Refer to assessment learning objectives for you program.
* **Required Course Material:** Include any resources a student will need to successfully complete the course such as a textbook, access to internet, software, etc.
* **Attendance & Make-up Policy:** [See the YSU attendance policy here](http://catalog.ysu.edu/undergraduate/general-information/academic-policies-procedures/grading-system/grading-system.pdf).
	+ Have specific criteria for excused absences and procedures for making up work or exams; be specific and stick to the policy. If attendance is part of the final grade, provide specifics regarding excused absences, unexcused absences, tardiness, and any make-up policies. Be clear as to what consitutues satisfactory evidence to substantiate an excused absence. Falsification of documentation to secure an excused absence is considered to be in violation of the Student Code of Conduct.
* **Tentative Lecture Schedule**: Review the [semester calendar](http://cms.ysu.edu/administrative-offices/registrar/calendars) for pertinent dates and holidays. The semester is 16 weeks with 15 weeks of lecture and 1 finals week. In this area, list the weekly topic(s), required readings, dates assignments are due, dates for exams and/or quizzes if applicable. Review the [final exam schedule](http://cms.ysu.edu/administrative-offices/registrar/final-exam-schedule), and include date and time of final exam. State a disclaimer to the effect that the schedule is tentative and that minor changes may be instituted by the instructor.
* **Grading Policies**: Must include a grading scale. Include weights as applicable to exams, assignments,

projects, homework, class attendance and participation, and any other graded course work. State grades are changed only in extraordinary circumstances. Students must receive at least one graded assignment three weeks before the last chance to withdraw from the course.

* **Include a statement about the importance of faculty evaluations**.
* **Honors contracts**: To inform students whether a contract honors option for the course is available for

course, we are requesting faculty add one of the three option statements to the syllabus. A separate email will be sent to faculty to make them aware. Your support in reminding and encouraging faculty in your department is appreciated. The statement options are as follows (select one of the following statements to be placed on the syllabus and delete the others):

**Option 1 – Contract Option Available**
“Honors students may contract this course for honors credit. Notify your instructor of your interest to discuss options, complete required paperwork, and submit to instructor by the semester deadline.”

**Option 2** – **Contract Option Available from Catalog**
“A previously approved contract is available for this course. Review the contract in the Contract Honors Catalog available through the Honors College and/or contained in the course syllabus.”

**Option 3** – **Contract Honors Not Permitted** “The contract honors option is not available for this course.”

**Manditory University Policies**

These statements are posted as boiler-plate texts to be found on the website for copy pasting into syllabi or list the links to the relavent documents required.

**Mandatory Statement of Non-Discrimination from the University:**

Youngstown State University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, religion or veteran/military status in its programs or activities. Please visit [www.ysu.edu/ada-accessibility](http://www.ysu.edu/ada-accessibility) for contact information for persons designated to handle questions about this policy.”

**Statement for students with disabilities:**

In accordance with University procedures, if you have a documented disability and require accommodations to obtain equal access in this course; please contact me privately to discuss your specific needs. You must be registered with the Center for Student Progress Disability Services, located at 36 West Wood Street, and provide a letter of accommodation to coordinate reasonable accommodations. You can reach CSP Disability Services at 330-941-1372.

**Academic Integrity:**

As outlined in [The Student Code of Conduct](https://cms.ysu.edu/administrative-offices/student-conduct/student-code-conduct), all forms of academic dishonesty are prohibited at Youngstown State. This includes plagiarism, the unauthorized use of tools or notes in taking tests or completing assignments, fabrication of data or information used for an assignment, working with others without permission from the instructor, and more. A student who is believed to have violated the academic integrity policy will meet with the instructor to discuss the allegations. The student may accept responsibility for the violation and any sanctions selected by the instructor, or they have the right to ask for a hearing before a hearing panel. The full Academic Integrity policy can be found in [Article V](https://cms.ysu.edu/administrative-offices/student-conduct/art-v) of The Student Code of Conduct, while further information on University procedures for alleged academic integrity violations can be found in Article V.

**Optional**

**Additional Course Policies:** Can be used to anticipate problems. For example, you may create personal course policies with regard to food and drink, cell phone use, proper behavior, etc. It is wise to be reasonable in this regard and open to the fact that students may have particular situations and needs.

**Description of Any Course Assignments:** Include any necessary course assignment descriptions such as journals, large projects, site visits, etc.

[**Center for Student Progress**](https://www.ysu.edu/center-for-student-progress)

YSU is committed to your academic success. As a student, you have access to these learning support programs at no charge:

**What:** Academic Coaching, Supplemental Instruction, and Tutoring in a variety of courses
**When:** By appointment. Monday thru Thursday 8:00 am – 6:00 pm, and Friday 8:00 am – 4:00 pm
**Where:** Kilcawley Center West (near Dunkin Donut entrance)
**Email:** blvarian@ysu.edu

[**Math Assistance Center**](http://cms.ysu.edu/mathematics-assistance-center/math-assistance-center)
**What:** Drop-in group tutoring, homework assistance, computers, reviews and formula sheets
**When:** Monday thru Thursday 9:00 am – 6:00 pm, and Friday 9:00 am – 3:00 pm
**Where:** Lincoln Building, room 408
**Email:** mathassist@ysu.edu

[**Writing Center**](https://cms.ysu.edu/writing-center/writing-center)
**What:** Writing consultations for any discipline, Linguistics tutoring, Basic computer literacy
**When**: Monday thru Thursday 9:00 am – 5:00 pm, Friday 10:00 am – 1:00 pm, and Sunday 4:00 – 7:00 pm (appointments or walk-ins)
**Where:** Maag Library, Lower Level, room 171
**Email:** wcenter@ysu.edu

**[The Penguin Service Center](http://cms.ysu.edu/administrative-offices/penguin-service-center/penguin-service-center-one-stop-campus)**

A One Stop for Campus is an enrollment resource established to help students access and manage their academic record and student accounts. Please visit the Penguin Service Center or call (330) 941-6000 for assistance with financial aid, records access, registration processes, and tuition charges/billing.  The office is located on the second floor of Meshel Hall.

**[College/ Unviversity Career Advisement](http://www.ysu.edu/academic-advising)**

This should list career advisement opportunities with contact and address information

**[University Counseling Services](http://cms.ysu.edu/administrative-offices/counseling-services/student-counseling-services)**

This will assist students with emotional and social adjustment issues.